

MINUTES

**Kentucky Community and Technical College System
Board of Regents
Special Meeting via Interactive Video
September 16, 2003**

Board Members Present:

Ms. Cynthia L. Read, Board Chair
Mr. Richard A. Bean, Board Vice Chair
Dr. Joseph B. Wise, III, Board Secretary
Ms. Donna J. Bartlett
Ms. Brenda R. Corey
Ms. Pamala J. Dallas
Ms. Cynthia E. Fiorella
Dr. John F. Hanel
Ms. Lorna D. Littrell
Ms. Penelope S. Logsdon
Mr. Mark A. Powell
Mr. Brandon W. Robinson

Interactive Video Teleconference Site:

Jefferson Community College - Downtown
Campus Vocational Building Room LV-210
Jefferson Community College - Downtown
Campus Vocational Building Room LV-210
Jefferson Community College - Downtown
Campus Vocational Building Room LV-210
West Kentucky Community and Technical College -
Anderson Building Room 104
Knox County High School Library Annex –
Barbourville, Kentucky
Madisonville Community College - John H. Gray
Building Room 249
Henderson Community College – Heckt Lackey
Administration Building Room 208
Jefferson Community College - Downtown
Campus Vocational Building Room LV-210
Henderson Community College – Heckt Lackey
Administration Building Room 208
Elizabethtown Community College - Learning Lab
Room 117
Elizabethtown Community College - Learning Lab
Room 117
Southeast Community College - Cumberland
Campus, Falkenstine Hall Room 301B

Board Members Absent:

Mr. William E. Beasley

Mr. Henry L. Jackson

Note: The ITV site at KCTCS System Office, Administration Building, President's Conference Room also was part of the ITV meeting.

CALL TO ORDER Board of Regents Chair Read called to order the special meeting of the Kentucky Community and Technical College System Board of Regents via interactive video teleconference at the sites listed above. The meeting began at 2:03 p.m. (ET). She noted that the press was notified of the meeting on September 11, 2003, and that Hon. Beverly Haverstock, KCTCS General Counsel, would serve as parliamentarian. Chair Read thanked the ITV sites for accommodating the Board of Regents special meeting.

There being a quorum present, Board business began with the first item on the agenda.

**INTRODUCTION
OF GUESTS**

Chair Read welcomed the guests attending the special meeting. Attachment A is a list of those attending who provided their names.

**ACTION:
APPROVAL OF
2003-04 SALARY
SCHEDULE FOR
FACULTY AND
STAFF**

RECOMMENDATION: That the KCTCS Board of Regents adopt a faculty and staff salary schedule for 2003-04 (Attachment B), which includes salary ranges for four classification bands for faculty and 18 classification bands for staff.

Chair Read called on KCTCS President Michael B. McCall to provide additional information about the agenda item. President McCall noted that a similar recommendation proposing a salary schedule for fiscal year 2004-05 was discussed by the Finance, Technology, and Human Resources Committee at its August 15, 2003, meeting. The August recommendation overlooked the need for a salary schedule for the current fiscal year, 2003-04. Adopting the proposed 2003-04 salary schedule would allow movement between bands based on promotion, would establish a consistent salary range for positions classified in each band, and would provide consistent salary guidelines for new hires.

In carrying out the Board's directives stated in the *KCTCS Board of Regents Resolution Endorsing the Development of a KCTCS Compensation and Classification Program*, adopted December 6, 2002, the President's Leadership Team analyzed the current compensation program and practices for KCTCS to determine how best to achieve the goal of providing competitive salary and benefits for faculty and staff. As a result of a Request for Proposal issued in spring 2002, Mercer Human Resource Consulting was engaged to study and make recommendations for a classification and compensation program that would attract and retain quality faculty and staff with equitable salary and benefits planning.

The final report of the study, which encompassed data collection, market analysis, best practices, gap/overlap analysis, and benchmark comparisons, was distributed to the Board of Regents in February 2003. Significant input from faculty and staff across the System was received on compensation and classification through the completion of individual Job Analysis Questionnaires and a series of dialogue forums, surveys, campus visits, and systemwide meetings. On May 16, 2003, the Board of Regents adopted the classification portion of the plan, which consisted of four classification bands for faculty and 18 classification bands for staff. Staff implemented the classification structure in July 2003. Employees were given opportunity to request a review of the band to which their positions were classified.

The next step is to implement a comprehensive compensation structure. Approving a salary schedule would be the initial step in establishing such a structure. In that regard, Mercer performed a national, regional, and statewide comparison of the KCTCS classification bands to determine the market point (midpoint) with a minimum and maximum salary range for positions in each classification band. In developing the proposed salary schedule recommendation, consideration was given to best practice, market conditions,

and available resources. The salary schedule was developed in consultation with Mercer and based on the current market pricing for each salary band. Positions were slotted into the proposed salary schedule's bands with consideration of benchmark pricing, internal equity, and academic rank. Current minimum, market, and maximum salary rate ranges for positions classified within each band are reflected on the proposed schedule. As of this meeting, approximately 28 positions fall below the minimum recommended salary range for the band to which they have been classified. Adoption of the salary schedule will reinforce unity and promote cohesiveness throughout the Kentucky Community and Technical College System. The President's Leadership Team supports the proposed 2003-04 salary schedule unanimously.

MOTION: Ms. Littrell moved that the KCTCS Board of Regents adopt and fund the recommended faculty and staff salary schedule for 2003-04, which includes salary ranges for four classification bands for faculty and 18 classification bands for staff. Mr. Bean seconded the motion.

Discussion of the motion followed. It was noted that some employees are confusing the 2004-05 salary schedule discussed at the August 15, 2003, Finance, Technology, and Human Resources Committee meeting with the 2003-04 salary schedule currently being considered by the Board. It was clarified that funding is available to fund the proposed 2003-04 salary schedule, including bringing the 28 positions up to the minimum point for their classification bands.

The Board discussed whether positions outside of the maximum point for their classification bands would be eligible for cost of living increases and the role that promotion or completion of an advanced degree would play in movement within and from the assigned band. It was noted that salary increases need to be considered separately from the salary schedule. Decisions regarding salary increases are made by the Board during the annual budget process. At that time, available resources and legislative mandates will be factors used to determine salary increases.

The Board also discussed the ongoing review of the approved salary schedule. Future salary schedules would be revised each year to match monetary constraints. Mercer recommends an annual review of salary schedules and a detailed, biennial analysis to ensure incorporation of anticipated changes into the biennial budget process. It was noted that Mercer would continue to be a resource for such reviews.

VOTE: By roll call vote, the motion passed unanimously with the following members voting in favor of the motion: Ms. Bartlett, Mr. Bean, Ms. Corey, Ms. Dallas, Ms. Fiorella, Dr. Hanel, Ms. Littrell, Ms. Logsdon, Mr. Powell, Mr. Robinson, Dr. Wise, and Chair Read.

Approved
12/5/03

***NEXT REGULAR
MEETING***

Chair Read announced that the next Board of Regents regular meeting would be December 5, 2003, at Central Kentucky Technical College, Lexington, Kentucky.

ADJOURNMENT

MOTION: Mr. Bean moved that the Board of Regents adjourn. Dr. Wise seconded the motion.

VOTE: The motion was approved unanimously, and the meeting adjourned at 2:52 p.m. (ET).

12/05/03

Date Approved by the
KCTCS Board of Regents

SIGNED ON FILE

Cynthia L. Read, Chair
KCTCS Board of Regents

SIGNED ON FILE

Joseph B. Wise, III, Secretary
KCTCS Board of Regents

SIGNED ON FILE

Michael B. McCall, Ed.D.
KCTCS President

KCTCS Board of Regents Special Meeting

Interactive Video Teleconference Guests by ITV Site – September 16, 2003

KCTCS System Office - Lexington

Dr. Jacqueline Addington, Owensboro Community and Technical College
 Mr. Bryan Armstrong, KCTCS System Office
 Dr. Keith Bird, KCTCS System Office
 Mr. Timothy Burcham, KCTCS System Office
 Dr. Rich Chlopan, KCTCS System Office
 Dr. Candace Gosnell, KCTCS System Office
 Mr. Brendan Lehane, KCTCS System Office
 Dr. Joan Lucas, KCTCS System Office
 Dr. Jo Marshall, Somerset Community College
 Ms. Mindy Sahli, KCTCS System Office
 Ms. Debbie Scott, KCTCS System Office
 Dr. Jack Thomas, Bowling Green Technical College
 Ms. Debbie Tichenor, KCTCS System Office
 Mr. Robert Tye, AFT
 Mr. Ken Walker, KCTCS System Office

Elizabethtown Community College - Learning Lab Room 117

Ms. Pamela Bentley, Elizabethtown Community College
 Dr. Dale Buckles, Elizabethtown Community College
 Ms. Sue French, Elizabethtown Technical College
 Mr. Paul Haskins, Bowling Green Technical College
 Ms. Linda Howard, Elizabethtown Community College
 Mr. Keith Johnson, Elizabethtown Community College
 Mr. Don McAnelly, Elizabethtown Technical College
 Dr. Linda Mayhew, Elizabethtown Community College
 Ms. Diane Owsley, Elizabethtown Community College
 Dr. Judith Rhoads, Madisonville Community College
 Mr. Wayne Sisk, Elizabethtown Community College
 Mr. Gwyn Sutherland, Elizabethtown Community College
 Mr. James Vail, Elizabethtown Community College
 Dr. Thelma White, Elizabethtown Community and Technical College District
 Ms. Judy Wieman, Elizabethtown Community College
 Ms. Kris Wood, Elizabethtown Community College

Jefferson Community College - Downtown Campus, Room LV-210

Dr. Dianne Calhoun-French, Jefferson Community and Technical College District
 Dr. Randy Davis, Jefferson Community and Technical College District
 Ms. Billie Hardin, KCTCS System Office
 Hon. Beverly Haverstock, KCTCS System Office
 Ms. Beth R. Hilliard, KCTCS System Office
 Dr. Michael McCall, KCTCS System Office
 Mr. Jeffery Monroe, Jefferson Community and Technical College District
 Mr. Lewis Prewitt, KCTCS System Office
 Ms. Dru Milby, Jefferson Community and Technical College District
 Dr. Anthony Newberry, Jefferson Community and Technical College District
 Mr. Kent Robinson, Jefferson Community and Technical College District

Madisonville Community College, - John H. Gray Building Room 249

Mr. Tate Bennett, Madisonville Community College
 Mr. Truman Gamblin, Madisonville Community College
 Ms. Liz Hames, Madisonville Community College
 Ms. Vickie Leal, Madisonville Community College
 Dr. Scott Vander Ploeg, Madisonville Community College
 Mr. Jude Roy, Madisonville Community College

***West Kentucky Community and
Technical College - Anderson
Building Room 104***

Ms. Sherry Anderson, West Kentucky
Community and Technical College

Ms. Teresa Mayo, West Kentucky
Community and Technical College

Dr. Paul McInturff, West Kentucky
Community and Technical College

Faculty and Staff Salary Schedule Recommendations

Recommended 2003-04 Faculty Salary Schedule (Monthly)

Rank	Minimum	Market	Maximum
Instructor	\$ 2,170	\$ 3,875	\$ 4,650
Assistant Professor	\$ 2,442	\$ 4,418	\$ 5,348
Associate Professor	\$ 2,819	\$ 5,168	\$ 6,309
Professor	\$ 3,340	\$ 6,202	\$ 7,633

Recommended 2003-04 Staff Salary Schedule (Monthly):

Band	Minimum	Market	Maximum
1	\$ 857	\$ 1,500	\$ 1,776
2	\$ 939	\$ 1,650	\$ 1,958
3	\$ 1,033	\$ 1,820	\$ 2,165
4	\$ 1,138	\$ 2,014	\$ 2,401
5	\$ 1,259	\$ 2,234	\$ 2,670
6	\$ 1,395	\$ 2,485	\$ 2,977
7	\$ 1,551	\$ 2,772	\$ 3,330
8	\$ 1,729	\$ 3,102	\$ 3,734
9	\$ 1,933	\$ 3,480	\$ 4,198
10	\$ 2,167	\$ 3,915	\$ 4,734
11	\$ 2,436	\$ 4,416	\$ 5,353
12	\$ 2,746	\$ 4,996	\$ 6,069
13	\$ 3,105	\$ 5,667	\$ 6,900
14	\$ 3,519	\$ 6,446	\$ 7,866
15	\$ 4,000	\$ 7,353	\$ 8,991
16	\$ 4,559	\$ 8,410	\$ 10,306
17	\$ 5,212	\$ 9,645	\$ 11,846
18	\$ 5,972	\$ 11,092	\$ 13,651

Funding for the salary schedule must be approved annually by the Board of Regents.